



Nepal Rastra Bank
Assets and Service Management Department
Baluwatar, Kathmandu

Invitation for Sealed Quotation for the Printing and Supply of NRB Files and Envelopes

Sealed Quotation No: NRB/Goods/SQ/2/077-78

Date of first Publication: 19/06/2077

1. Nepal Rastra Bank, Assets and Service Management Department, Baluwatar, Kathmandu, invites sealed quotations from registered suppliers for the procurement of goods (all of the categories) mentioned below:

S/N	IFB No.	Particulars	Size (As per sample)	Qty	Bid security Amount (Rs.)	Document-ation fee (Rs.)
1.	NRB/Goods/SQ/2/077-78	Nepali File	9.3*13inch	10,000	26,000 (Twenty Six Thousand)	1,000 (One Thousand)
		Tippani (Memo) file	9.5*14inch	10,000		
		A4 Envelope	9.5*12.5inch	10,000		
		Letter envelope	4.5*9.5inch	25,000		
		Big envelope	12.2*16.5inch	10,000		

2. Eligible bidders may obtain further information and inspect the bidding documents at the office of Nepal Rastra Bank, Assets and Service Management Department, Baluwatar, Kathmandu.
3. A complete set of bidding documents may be purchased from the Nepal Rastra Bank, Assets and Service Management Department, Baluwatar, Kathmandu, by eligible bidders on the submission of a written application, along with the copy of company/firm registration certificate, and deposit voucher of a non-refundable fee of NRs. 1000.00 (One thousand only) in Other Miscellaneous Income, Account No. 1100000/030.012.524 at Nepal Rastra Bank, Banking department, Baluwatar.
4. Sealed bids must be submitted to the Nepal Rastra Bank, Assets and Service Management Department, Baluwatar, Kathmandu, by hand on or before 12:00 noon 04/07/2077. Bids received after this deadline will be rejected.
5. Pre-bid meeting will be held on 28/06/2077.
6. The bids will be opened in the presence of bidders' representatives who choose to attend at 12:30 PM on 04/07/2077 at the Nepal Rastra Bank, Assets and Service Management Department, Baluwatar, Kathmandu.
7. Bids must be valid for a period of 45 days after bid opening and must be accompanied by a bid security amount mentioned above in table.
8. Bid security shall be valid for 30 days beyond the validity period of the bid (i.e. 19/09/2077).
9. If bidder wishes to submit the cash security, the cash should be deposited in Sundry Creditors, Account No. 1109901/011.000.524 at Nepal Rastra Bank, Banking Department, Baluwatar and submit the receipt of the deposited amount of cash along with the sealed quotation. Or the bidders can submit an unconditional bank guarantee from commercial bank or financial institution eligible to issue bank guarantee as per prevailing Law.
10. If the last date of purchasing and/or submission falls on a government holiday, then the next working day shall be considered as the last date. In such case the validity period of the bid security shall remain the same as specified for the original last date of bid submission.
11. Nepal Rastra Bank reserves the right to accept or reject, wholly or partly any or all the sealed quotations without assigning any reason, whatsoever.
12. For inquiry contact Nepal Rastra Bank, Assets and Service Management Department, Baluwatar, Kathmandu. Internal Administration Section. Ph. no.:01-4419804, 4410201 Ex. 404, 365.